

SC Budget and Control Board  
**VEHICLE ACCIDENT REPORT**

**CALL 9-1-1 for an EMERGENCY** for Police, Ambulance and/or Fire, as required.

Call your supervisor and Safety (513-5352 or 513-5354).

Complete the following information and turn into Safety and State Fleet Management.

<b>I.</b>	Date: _____	Time: _____
<b>II.</b>	<b>Location of Accident:</b>	
	County: _____	City: _____
		Route No.: _____
<b>III.</b>	<b>You and your State Vehicle</b>	
	Agency Name _____	
	Agency Address: _____	
	Year and Make of Vehicle: _____	License Tag No. and State: _____
	Name: _____	Driver's License No.: _____
	Address: _____	Office Phone: _____
	<b>Other Vehicle</b>	
	Year and Make: _____	License Tag No. and State: _____
	Name: _____	Driver's License No.: _____
	Address: _____	
	Insurance Company / Policy Number: _____	
<b>IV.</b>	Did the police investigate this accident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, which police department? _____	
	Was anyone charged with a violation? <input type="checkbox"/> No <input type="checkbox"/> Other Driver <input type="checkbox"/> You	
	If yes, what was the charge? _____	
	If anyone was injured, who was it and what was the nature of the injury? _____ _____	

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V. In your own words, give circumstances of the accident (attach extra page, as required):

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Employee Signature:

VI. Supervisor Notification

Name:

Telephone No.

Team:

Estimated Cost of Repair:

Supervisor's Signature:

Return the ORIGINALS of this completed form, the FR-10 Police report, and other information (to include photographs) to:

**SC BCB Safety**      ATTN: Bernie Lee  
921 Main Street, Room 113  
Columbia SC 29201  
Fax 803-737-3065

Call immediately to report vehicle accidents and employee injuries to:

BCB Safety:  
Holly Bockow (803) 737-2311 / cell 513-5354  
Bernie Lee (803) 737-2315 / cell 513-5352  
On-line Injury Report (Web Page)  
<http://www.bcbintramet.sc.gov/bcbintramet/BCBI-accident-report.phtml>

Fax / Mail (within 24 Hours) to:

**SC BCB GSD State Fleet Management**  
1430 Senate Street, 3<sup>rd</sup> Floor  
Columbia SC 29201  
ATTN: Vivian Roberson, Vehicle Safety Officer  
Fax: 737-1160  
WP: 737-1982

**American Southern Insurance**  
South Carolina Fleet Vehicle Claims  
WP: (800) 713-2205  
Fax: (803) 256-0861